

ASSISTANT CHIEF COUNSEL
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: 7/31/01 – 8/1/01

Collective Bargaining Identification: M01

Job Analysis Conducted By: Carol J. MacMillan

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated May 31, 2001 there are 3 incumbents in this
classification.

Subject Matter Expert(s):
John Sugiyama, Chief Counsel II
Kenneth Huez, Assistant Chief Counsel

Assistant Chief Counsel

INFORMATION GATHERING

Literature Review consisted of the following: (1) California State Personnel board Classification Specifications (*Established* July 1, 1973, never revised) – Chief Counsel; (2) State of Vermont Classification Specifications – Chief Assistant Attorney General.

Other resources used were state personnel web sites from Arizona, New Hampshire, and Alaska.